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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1400.1E

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Request Notification of Change

(NASA Only)

Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Office of Internal Controls and Management Systems

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Appendix D. Relationship between NASA Directives and Other NASA Documents

D.1 NASA directives work in conjunction with other NASA documents, such as plans, manuals, NASA Technical Standards, and work instructions. NASA directives provide the overarching requirements which serve as the framework for lower-level NASA internal organizational and task requirements.

D.1.1 Relationship between NASA Directives and Plans

D.1.1.1 Planning documents, such as Mission Directorate implementation plans, the Mission Support Implementation Plan, and the Human Capital Plan (described in NPD 1000.0, Strategic Management and Governance Handbook), and program/project plans typically describe activities focused in a discrete area. Directives establish the master requirements applicable to all entities across NASA, while plans describe goals, objectives, and requirements applicable to very specifically defined elements of NASA.

D.1.1.2 Plans are typically developed, approved, and controlled outside of the NASA Directives System.

D.1.2 Relationship between NASA Directives and Manuals

D.1.2.1 Manuals typically identify process requirements for employees within a single work unit or functional area.

D.1.2.2 Manuals may supplement NASA directives and provide more instruction about how the provisions of those directives are carried out within the work unit or functional area. Manuals may also provide supplemental information about acceptable methods for implementing requirements, including lessons learned, suggested practices,

instructions, and suggested performance measures. Manuals typically are written to a greater level of detail than NASA directives.

D.1.2.3 Manuals are typically developed, approved, and controlled outside of the NASA Directives System.

D.1.2.4 Manuals that implement NASA directives are typically hyperlinked to their associated NASA directives.

D.1.3 Relationship between Directives and NASA Technical Standards

D.1.3.1 NASA Technical Standards may be applied to programs/projects executed internally or under contract. Tailoring of these standards is a program/project responsibility and is to be approved by the governing Technical Authority.

D.1.3.2 NASA Technical Standards may also be referenced as guidance on acceptable methods for meeting requirements of NASA directives, lessons learned, and recommended practices.

D.1.3.3 NASA Technical Standards are developed, approved, and controlled by NPR 7120.10, Technical Standards for NASA Programs and Projects, rather than by this directive (NPR 1400.1).

D.1.4 Relationship between Directives and Work Instructions

D.1.4.1 Work instructions typically document the instructional requirements applied to an individual organization that define the processes used to deliver products or services to customers or to meet the organization's mission requirements.

D.1.4.2 Work instructions represent the translation of the Agency's strategic requirements and NASA directives down to a level of detailed application to individual employees or work groups.

D.1.4.3 Work instructions are typically developed, approved, and controlled outside of the NASA Directives System. Typically, the requirements for work instructions fall under the scope of the NASA Management System, as defined in NPD 1280.1, NASA Integrated Management System Policy. These documents may be included in the directives system's documentation libraries.

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